Center for Educational Performance and Information
Single Record Student Database/Unique Identification Code Application

The 7 Habits of Highly Successful Resolvers

The timeline for UIC resolution spans several months and involves two critical processes: *resolving your records in Phase 1 and Phase 2*; and *updating the UICs in your local student system*. Both of these processes must be included for resolution to be complete. This list breaks these tasks down, and is intended to serve as an aid to resolvers. Specific information regarding each task is located in a corresponding section of the User's Guide.

☐	1.	Download and familiarize yourself with the timeline for the current submission period. This document is available for download from the UIC Help section of the Web site as discussed in the Getting Started section. Also, ensure that you have the most current version of the UIC User's Guide.
☐	2.	Obtain UICs for students who do not already have one. There are three ways this can be done: 1. Perform an Upload for UIC Request. This is a separate upload used primarily when a district has a large number of students who require UICs for the first time, such as kindergarteners. Please refer to the *Upload for UIC Request* section of the User's Guide. 2. Create New UICs through the Student Search function of the application. This is used when a small number of new UICs are required, such as when an out-of-state student moves into a district between count dates. Please refer to the *Student Search* section of the User's Guide. 3. Submit these students in the SRSD file without UICs. The system will assign them UICs at the close of Student UIC Resolution. Beginning in Spring 2006, files with more than 15 percent blank UICs will not be accepted. (This does not include students in kindergarten, early childhood, or Early On®.)
☐	3.	Submit your SRSD file to your ISD. The ISD authorized user will then upload it to CEPI.
☐	4.	Perform Student UIC Resolution (Phase 1) as discussed in the *Student UIC Resolution* section and the *Issues Facing Users in Phases 1 and 2* section of the UIC User's Guide.
☐	5.	After you have completed Student UIC Resolution (Phase 1), submit a "Linking UICs" request for those students who may have acquired multiple UICs. Be sure to refer to the Linking UICs Guidelines located in Appendix A of the UIC User's Guide.
☐	6.	Perform Duplicate UIC Confirmation (Phase 2) as discussed in the *Duplicate UIC Confirmation* section and the *Issues Facing Users in Phases 1 and 2* section of the UIC User's Guide.
☐	7.	When Text File Exports/Downloads become available (located under "UIC Reports" in the Application), download a copy of your "Export File of all Submitted data with UICs" to update your student information software. Text File Exports are available after all Phase 1 resolution for your district has been completed. Consult your vendor or student information management software manual for assistance with this process. Refer to the UIC Reports section of the UIC User's Guide for more information on this file.